

# CUDAHY POLICE DEPARTMENT

## OPEN RECORDS REQUEST

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute 19.35(4).

In making this request, I understand that I will be charged for the various services requested. Payment for services plus tax is due upon receipt unless otherwise specified. Should the cost of locating a record retained by the Cudahy Police Department exceed \$50.00, that cost will be charged to the person making the request. If the total estimated cost of any fee or fees proposed for providing a record retained by the Cudahy Police Department exceeds \$5.00, prepayment is required for compliance with the request. There is no cost to view the reports requested.

Requester's Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Request \_\_\_\_\_

Request received by \_\_\_\_\_ ☐ Mail ☐ In Person

Specific records requested: [Include names and if possible date(s) of birth of involved person(s), date and location of incident.] \_\_\_\_\_

\_\_\_\_\_ Incident Report No. \_\_\_\_\_

Are copies requested? (Please initial your response.) Yes \_\_\_\_\_ No \_\_\_\_\_

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(TO BE COMPLETED BY APPROVING AUTHORITY)

Request approved: ☐ Yes ☐ No Authority \_\_\_\_\_

If denied, reason for denial \_\_\_\_\_

*If denied, denial can be reviewed by writ of mandamus procedure or upon application to the District Attorney of this county or the Attorney General of the State of Wisconsin.*

PHOTOCOPIES: \$.25 for each page or minimum of \$1.00.  
\$2.00 for mail/fax requests plus the cost of copies per above.

PHOTOGRAPHS: \$2.00 per print (regular size).  
Enlargements based on size and amount charged the Police Department by the vendor.

VIDEO TAPES: The actual necessary and direct cost of providing a video tape copy.

AUDIO TAPES & COMPACT DISCS: \$10.00 per tape or compact disc (CD) plus \$12.00 per page for a transcript of the recording, if a transcript of the recording is requested.

SEARCH HOURS: \$23.41 per hour.

TOTAL COST including tax \_\_\_\_\_

Request distributed by Employee No. \_\_\_\_\_ ☐ Mail ☐ In Person